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C E N T R A L   I N T E L L I G E N C E   A G E N C Y

OFFICE OF CENTRAL REFERENCE

18 February 1960

MEMORANDUM FOR: [Chief NIE Disseminators]

SUBJECT: Distribution of NIE's

1. Pursuant to USIB action (USIB-M-34) the Office of National Estimates and the Office of Central Reference, CIA, have been jointly undertaking a survey of the distribution of NIE's and SNIE's. During the last few years there has been noted a very large increase in the number of NIE's published and distributed. It is the purpose of this survey, as indicated in the action cited, to find out where these estimates go and who is reading them.

2. There are two aspects to this study: (a) a questionnaire enclosed in selected NIE's published over an extended period for the purpose of obtaining certain detailed information regarding the readership of NIE's and the uses made of them and (b) an inquiry directed to the distribution offices of the various recipient agencies for the purpose of determining how the distribution of NIE's is controlled.

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3. The last set of questionnaires will be inserted in NIE 11-8-59, which is currently being published. When time has been allowed for the return of these questionnaires, the collection phase of this aspect of the inquiry will be completed and we will proceed to an analysis of the results. The number of completed questionnaires returned to date has not been very large and suggests either that readers are not filling them out or that they are not being routed back to this office. It is suggested that recipients be reminded again to comply with the instructions contained in selected estimates to complete the simple questionnaires enclosed. The completed forms may be returned to this office through the usual channels.

4. The second phase of the survey will require the cooperation and assistance of the officer in charge of NIE distribution in each of the major recipient agencies. We have attached (in several copies for your convenience) a series of questions regarding the distribution of NIE's and their use. Some of these questions can no doubt be answered readily and briefly; others may require additional research or investigation. Please provide as accurate and current information as you can and return the completed forms to this office as soon as convenient. It will be most helpful to us if all of the questionnaires are in our hands within 30 days.

5. If you have any questions or if you would like a representative of this office to assist you in any way, please call either

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Mr. \_\_\_\_\_ on Code 163, extension \_\_\_\_\_ or

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PAUL A. BOREL  
Assistant Director  
Central Reference

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Questionnaire on the Distribution of National  
Intelligence Estimates to USIB Agencies

(To be returned to the Office of Central Reference, CIA,  
Attention: )

Date \_\_\_\_\_

NOTE

The general purpose of this questionnaire is to gather information on which to base a judgment concerning the adequacy of current procedures in the distribution and control of NIE's.

A. Number Distributed

1. The number of NIE's\* received by your agency or department has increased from 1954 to the present time as follows:

	1954	1960
SECRET	_____	_____
TOP SECRET	_____	_____

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\* Used throughout to include both NIE's and SNIE's.

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a. Please indicate approximately how these are  
divided between intelligence users and policy (or planning)  
users: \*\*

	SECRET		TOP SECRET	
	<u>1954</u>	<u>1960</u>	<u>1954</u>	<u>1960</u>
Number of NIE's for Intelligence Users:	_____	_____	_____	_____
Number for Policy (or Planning) Users:	_____	_____	_____	_____

b. If you cannot provide specific figures for 1954,  
please indicate approximately how the increase has been divided  
between intelligence users and policy (or planning) users.

2. What in your judgment are the reasons for this increase  
in the number of NIE's your agency uses?

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\*\* The "policy" user is the ultimate recipient who requires national  
intelligence in connection with policy formulation as distinguished  
from a member of the intelligence community who is himself pro-  
ducing intelligence.

3. Do you consider, in the light of the legitimate needs of both intelligence and policy personnel, that the number of NIE's you now receive is

☐ a. Insufficient?

☐ b. Adequate?

☐ c. Excessive?

4. If you checked either 3 a or 3 c, please state specifically, with your reasons, what your present needs for NIE's are.

B. Control of Distribution

1. Who in your agency decides initially what distribution will be given to an NIE?

Name

Position or Title

Rank or Grade

SECRET

2. Is the initial distribution of an NIE ever determined independently by a document control unit, reading panel, or comparable group? (Do not answer affirmatively to this item if the unit merely distributes NIE's in accordance with a detailed distribution list established by higher authority.)

☐

Yes

☐

No

If yes, give name of unit, the grade or rank of chief of unit, and the nature of the function that it performs.

3. Is distribution

☐

a. determined separately for each NIE? or

☐

b. on a standing basis?

4. If on a standing basis, how often is the distribution list reviewed? \_\_\_\_\_

SECRET

5. Is distribution made

- ☐ a. to individuals by name?
- ☐ b. to officials by title?
- ☐ c. to offices?

6. Are any special controls applied to the dissemination, handling, and storage of NIE's which are not generally applicable to other documents of the same classification?

☐ Yes      ☐ No

If yes, please explain.

7. It is assumed that some NIE's are placed in a central repository such as a library or records center, or both. If so, please state how access to such copies is controlled.



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8. In your judgment, are the current procedures adequate for safeguarding the distribution and control of NIE's?

☐ Yes      ☐ No

If no, please explain, and suggest changes you consider desirable.

9. Would it be helpful to you (or would you otherwise consider it desirable) if uniform special controls were required of all agencies and other recipients in the handling and distribution of NIE's?

☐ Yes      ☐ No

Please explain.

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10. Are NIE's distributed outside the Washington area?

☐ Yes ☐ No

If so, please state what distribution controls and records are maintained?

a. in continental US

b. overseas

11. Please attach a copy of your basic distribution list for NIE's.

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